

Worksheet for Monitoring Project Progress

Use this form to help assess progress on your project, present this information to others, and determine next steps.

Project:

Prepared by:

For the period from:

to:

Current Status

Key milestones for this period:

Achieved (list)

Coming up next (list)

Key issues or problems:

Resolved (list)

Need to be resolved (list)

Key decisions:

Made (list)

Need to be made (list)

By whom

When

Budget status:

Implications of Current Status

Does the project status require changes in objectives, timeline/delivery dates, project scope, or resource allocation (including people and financial)? If so, list them below.

Next Steps

List the specific action steps that will be done to help move this project forward successfully. Put a name and date next to each step if possible.

Step

Person Responsible

Date